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REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	JOB NUMBER NI-309-04-3
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED / // 0 3
FROM (Agency or establishment)	NOTIFICATION TO AGENCY
Small Business Administration	In accordance with the provisions of 44
2. MAJOR SUBDIVISION	U.S.C. 3303a the disposition request,
Office of Administrative Services	including amendments, is approved except for
3. MINOR SUBDIVISION	items that may be marked "disposition not approved" or "withdrawn" in column 10.
Administrative Information Branch	
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE	DATE ARCHIVIST OF THE UNITED STATES
Helga Taylor (202) 205 - 7053	5-24-04 Abhill. Cal
I hereby certify that I am authorized to act for this agency in matters p and that the records proposed for disposal on the attached3 pa of this agency or will not be needed after the retention periods specific General Accounting Office, under the provisions of Title 8 of the Agencies, is not required; is attached; or has DATE SIGNATURE OF AGENCY REPRESENTATIVE TITLE	age(s) are not now needed for the business ed; and that written concurrence from the
7. ITEM 8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION NO. The attached electronic records disposition schedule is a new electronic application to be added to SBA's present records management manual.	9. GRS OR SUPERSEDED TAKEN (NARA JOB CITATION USE ONLY)

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE IAIR, NUME

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

Draft 2/27/04

System Name: Microloan ID Reporting System

Program: Microloan Program

Legal Authority: Section 7(m) of the Small Business Act, 15 USC 636(m)

Restrictions: This System contains personal information restricted under the Privacy Act. This System contains confidential, commercial or financial information the disclosure of which might be restricted under the Freedom of Information Act (FOIA).

Purpose: Intermediaries that participate in the Microloan Program are required to report to the Agency required information on each microloan approved. The Microloan System captures statistical data on the microloans issued by the Intermediary Lenders.

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Item No.	Description of Records	Disposition
1.	Input. Data for the system is entered on-line via the Internet and represents data obtained from the following sources: Intermediary lenders (non-profit organizations such as	Temporary. For 1992-1998 data Use disposition authority N1-309- 86-1, item 50:13.
	women, minority and business owners with experience in lending and technical assistance).	[After 1998, data is entered by the Intermediary Lenders via the Internet]
2.	Master File. The Master File is a Sybase database. The database contains demographic information such as the Lender's name and address, Lender ID, Lender and SBA loan numbers, Borrowers name and address, SIC and NAICS codes, business status.	Temporary. Cutoff data in 10 years blocks. Destroy when most recent record in block is 11 years old.
3.	Outputs:	
	a. The system provides screen displays/inquiries on a number of specific fields. The system provides screen displays/inquires on a number of specific fields.	a. Temporary. Delete when obsolete or superseded by subsequent online query.
	b. Statistical reports on lender and	b. Temporary. Delete or destroy

borrower information can be obtained

through the PC based Microloan

Report system.

4. Documentation

Temporary. Destroy or delete

when obsolete or superseded by

subsequent statistical report.

when superseded or obsolete

Backups
Temporary. Delete after the primary records have been deleted, or when replaced by a subsequent backup file.

6. Electronic mail and word processing copies:
Electronic copies of records created on
electronic mail and word processing systems
and used solely to generate a recordkeeping
copy of records covered by other items in this
schedule

Temporary. Delete after the recordkeeping copy has been produced.

Contact Information:

5.

Office: Office of Financial Assistance

Name: Jody Raskind

Telephone Number: 202-205-6497